



WORKING TIME POLICY

The Working Time Directive (WTD) came into effect on 1 October, 1998. It is a European Union Directive governing working hours, rest periods, breaks and holidays. Everyone in the business will be affected by the regulations in some form or another.

What is maximum working time?

Not to exceed an average of 48 hours per week over a 17 week period. Working time does not include lunch breaks.

This does not mean, however, that you cannot work more than 48 hours in any seven day period. The concept is an average over a 17 week period.

Can employees opt out of the weekly time limit?

Yes, employees are entitled to “opt out”.

What happens if I do not wish to opt out?

There will be no discrimination toward those employees who decide to work within the limits.

Is Business Travel included in an employees working time?

Yes, Business Travel should be included. Commuting to your normal place of work is, however, not included.

What record keeping is required?

Under the regulations, employees who elect not to opt out must keep up to date records of their working time.

These records will be kept purely for Health and Safety purposes and will not be used to assess performance in anyway.

Will my Bonus be affected in any way?

The Company’s compliance with the Directive is purely for Health and Safety purposes only. As such the number of hours you work will not affect any bonus payment or condition of employment.



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Are Holidays included?

Under the WTD employees are entitled to 4 weeks paid leave. This is inclusive of Bank and Public holidays.

As the Company already provides holidays in excess of the entitlement, there will be no impact on Liberty International employees.

If you have any further queries regarding the WTD please call the Personnel department ON 0207 887 7075/7074.